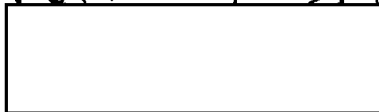


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Mr. & Officer



Send copies of the attached
to the head of each office

1. We are to prepare the
notice on the M A G
membership

2. I suggest we cover
the attached memo with
a memo from me to
office heads citing the
statistics we had the
other day on the number
of DDS attendees to the
supervision & insight
courses and urging that
more supervisors be

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Next 2 Page(s) In Document Exempt

Approved For Release 2003/05/27 : CIA-RDP84-00780R003400060060-5

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76-1685/8

15 JUN 1970

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Deputy Director for Support

SUBJECT : Maximizing the Abilities of Young Employees

1. I should like to underscore some of the observations made during our recent discussion of the Task Force report on Agency procedures for determining the needs, utilization and development of young employees.

2. First, it was encouraging to note that in general Agency managers are aware of the need to maintain open communication with our young people and are concerned about their development and the contribution they can make to our overall mission. We must do all we can to foster this awareness and concern and to put to better use established procedures for developing younger talents.

3. It is essential that we continue to acquire a proper mix of young professional employees whether they be brought in through the Career Training Program mechanism or are hired directly by the several Career Services for specific jobs. Manpower ceiling restrictions must not be permitted to affect adversely a properly planned program against long-range needs for the recruitment and deployment of young employees. I have instructed the Director of Personnel to report to me instances where such restrictions appear to be limiting the necessary input of young professional people in any Agency component. I look to him to recommend to me means to resolve such problems.

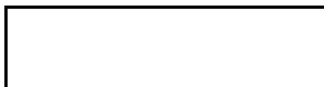
4. A Notice will be issued shortly listing the membership of the Management Advisory Group. I agree that appropriate attention should be given to this Group and its activities throughout the Agency and suggest that you make arrangements to accomplish this through referrals to it at your Staff Meetings and subordinate Staff Meetings.

5. Our record of enrollment in the Office of Training one-week Supervision Course and the one-week Management Training Course must be improved. I would like each of you to discuss this matter with your senior managers and to urge them to take fuller advantage of these courses in assigning first-line supervisors and managers at the GS-11 to GS-14 grade levels to this training.

GROUP 1
Excluded from automatic
downgrading and
declassification

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6. From time-to-time, studies in the general area of personnel management will be brought to our attention. When deemed appropriate for a larger dissemination, I suggest that such studies be distributed at least among your immediate staffs and your office heads or division chiefs.



L. K. White
Executive Director-Comptroller

cc: Inspector General
General Counsel
Director of Personnel

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